



THE WEST COAST PAPER MILLS LIMITED

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POLICY FOR PRESERVATION OF DOCUMENTS UNDER SEBI(LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015 (Effective from December 1, 2015)

Title : This Policy may be called POLICY FOR PRESERVATION OF DOCUMENTS UNDER SEBI(LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015

1) PURPOSE AND OBJECTIVE OF THE POLICY:

This policy is formed pursuant to Regulation 9 of the SEBI(LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015 for preservation of documents.

2) APPLICABILITY :

Documents shall be preserved as mentioned below unless otherwise period of preservation specifically mentioned in any other Laws, Rules or Regulations as may be applicable and preservation as mentioned below in sl.no.3 & 4 shall also applicable to records maintained in electronic mode.

3) DOCUMENTS WHOSE PRESERVATION SHALL BE PERMANENT :

The following documents shall be preserved on permanent basis :

Sl. No.	Name of the Document	Reference of Regulation/Section/Rules etc.
	SEBI(Listing Obligations and Disclosure Requirements) Regulations, 2015	
1)	Shareholding pattern	31(1) (b) & (c)
2)	Quarterly Financial Results	33(3)(a)
3)	Annual Financial Results	33(3)(d)
4)	Annual Report	34(1)
5)	Draft Scheme of Arrangement	37(2)
6)	Results of Voting by Shareholders	44(3)
	SEBI(Substantial Acquisition of Shares and Takeovers) Regulations, 2011	
1)	Yearly disclosure of Shareholding	30(1) & (2)
	The Companies Act, 1956 & 2013 or Rules made there under.	Only those for which specifically mentioned for maintaining permanently in the said Act/ Rules

4) DOCUMENTS WHOSE PRESERVATION SHALL BE EIGHT YEARS:

The following documents shall be preserved for 8 years

Sl. No.	Name of the Document	Reference of Regulation/Section/Rules etc.
	SEBI(Listing Obligations and Disclosure Requirements) Regulations, 2015	
1)	Compliance Certificate submitted to the exchange	7(3)
2)	Intimation of change or appointment of Share Transfer Agent	7(5)
3)	Statement under Grievance Redressal Mechanism	13(3)
4)	Compliance Certificate by CEO & CFO to Board of Director	17(8)/Part B of Schedule II
5)	Affirmation of compliance with code of conduct of Board of Directors	26(3)
6)	Report on Corporate Governance	27(2)(a)
7)	In-Principle approval	28
8)	Prior Intimations to Stock Exchanges about Board Meeting	29
9)	Disclosure of Price Sensitive Information	30(6)
10)	Statement of deviation or variation in use of issue proceeds	32(1)
11)	Compliance Certificate with regard to issue of certificates within 30 days of the date of lodgments for transfer, sub-division, consolidation, renewal, exchange or endorsement of calls/ allotment monies	40(10)
12)	Communication regarding Record date	42
	SEBI(Substantial Acquisition of Shares and Takeovers) Regulations, 2011	
1)	Disclosure of acquisition and disposal	29(1) & (2)
	SEBI (Depositories and Participants) Regulations, 1996	
1)	Reconciliation of Share Capital Audit Report	55A
	The Companies Act, 1956 & 2013 or Rules made there under.	Only those for which specifically mentioned for maintaining for 8 or more years in the said Act/ Rules

**RAJENDRA JAIN
EXECUTIVE DIRECTOR**